

# GDPR PRIVACY NOTICE

## **Our Data Protection Statement**

Your personal data is safe with us; we do not collect email addresses forwarding them to third parties, which would be illegal.

Your personal data will be retained for a period of six months following the date of your wedding, at which time all will be deleted. If you require us to delete it at some point in time, please email [arrivecars@hotmail.co.uk](mailto:arrivecars@hotmail.co.uk) with your request.

The exception being the documentation that HMRC requires us to keep for a minimum of six years following our annual tax return. That documentation will be encrypted, and password protected following our tax return and only re-opened at the request of HMRC. Once the six years has expired all information will then be destroyed. Other than us no other party will have access to any of your data with the exception of our accountants who will be able to access only that which they need to complete our annual tax return to HMRC.

## **Privacy Policy**

This Privacy Policy sets out how Arrive Wedding Cars uses and protects any information that you give us when you use this website or our services.

Arrive Wedding Cars is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website or services; you can be assured that it will only be used in accordance with this privacy statement.

Arrive Wedding Cars may update this policy from time to time. You are encouraged to check this page to ensure you are happy with any changes. This policy is effective from 01 April 2018.

## **What we collect**

We may collect the following information:

- Name;
- Contact information including email address;
- Demographic information such as postcode, preferences and interests.

## **What we do with the information we gather**

We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:

- Internal record keeping;
- We may use the information to improve our products and services;
- We may periodically send promotional emails about new products, special offers or other information which we think you may find interesting using the email address which you have provided;
- From time to time, we may also use your information to contact you for market research purposes. We may use the information to customise our website according to your interests.

## **Security**

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect from you.

**Links to other websites**

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be held responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy policy. You should exercise caution and look at the privacy statement applicable to the website in question.

**Controlling your personal information**

You may choose to restrict the collection or use of your personal information in the following ways:

- If you have previously agreed to us using your personal information for direct marketing purposes, you may change your mind at any time by writing to or emailing us at [arrivecars@hotmail.co.uk](mailto:arrivecars@hotmail.co.uk)

We do not sell, distribute or lease your personal information to third parties. We may use your personal information to send you promotional information about third parties which we think you may find interesting if you tell us that you wish this to happen.

You may request details of personal information which we hold about you under the Data Protection Act. A small fee will be payable. If you would like a copy of the information held on you, please write to Arrive Wedding Cars, Riverview Cottage, 7 Wilden Lane, Stourport-On-Severn, Worcestershire. DY13 9LS.

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible at the above address. We will promptly correct any information found to be incorrect.

**Photographs and social media**

We follow strict guidelines and discretion for all customers' details. Photographs are, however, sometimes taken at the weddings we attend for the purpose of Company publicity and promotion. These are sometimes used on our website or on our official social media platforms.

The Hirer (or their party) not wishing photographic material to be taken must inform us in writing prior to the date of hire.

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